

# Combined Education and Training Program Plan

## - CETPP Online -

Site Search

Search In?

Search Help

Switch Back !

Logoff

Home

SAN Menu

Contact Us

Help

User Info

Hello Don

Last logon was

11/21/2005 3:15:35

AM from

85.164.168.47

My Preferences

IMSO Directory

SAO Directory

Options

OnLine Chat

My Country

CETPP Home

[ CETPP Home - Combined Education Training Program Plans ]

Blank  
CETPP Outline

Bandaria  
CETPP Example

Options	Country	FY	Status	SAO Last Update
- COCOM approved and locked - <input type="button" value="PDF"/>	BANDARIA	2006	COCOM Approved	31-Mar-05 by Don Disamer
- options - <input type="button" value="v"/>	BANDARIA	2007	Draft	15-Nov-05 by Don Disamer

- options -

Part One - General Information

1. Country Background

2. CETP Objectives

3. Program Planning and Implementation

4. Unique U.S. Service Specific Tng Req

Part Two - CETPP Appendices

APPENDIX A: Program Administration

APPENDIX B: English Language Training

APPENDIX C: Senior & Mid-Level PME Summary

APPENDIX D: Positions of Prominence

APPENDIX E: IMET Policy Waivers

APPENDIX F: DVOT & Regular OT Request

APPENDIX G: Training Team (MTT,etc) Request

Part Three - Other Training Program Appendices

Counter Terrorism Fellowship Program (CTFP)

All Other Programs

CETPP Status

## SAO User's Guide

15 December 2005

## [Index](#)

### [I. Combined Education and Training Program Plan \(CETPP\) online](#)

#### [II. Access and Edit CETPP online](#)

- A. Access CETPP Online
- B. “CETPP Home” page explained
- C. Edit CETPP Online

### [III. CETPP Status: Identify CETPP Online is Complete](#)

#### [IV. Printing the CETPP](#)

- A. Print Entire CETPP
- B. Print Individual Section(s) of CETPP

### [Appendix A: Positions of Prominence, Tips for editing CETPP Part 2, Appendix D:](#)

- A. Manually enter Position of Prominence data into CETPP Online
- B. Upload Position of Prominence data from TMS to CETPP Online
  - Option 1: Use TMS to identify students with Positions of Prominence
  - Option 2: Use “TMS PoP” program to identify students with Positions of Prominence
    - 1. Obtain “TMS PoP” Program from the SAN:
    - 2. Open TMS PoP program:
    - 3. Use of “TMS PoP” program: Explanation Main Menu Buttons
    - 4. “TMS PoP”: Upload Position of Prominence information to SAN

### [Appendix B: Other CETPP Section Tips](#)

- A. CETPP Part Two, Appendix C: Senior and Midlevel PME Summary
- B. CETPP Part Two, Appendix E: IMET Policy Waivers
- C. CETPP Part 2, Appendix F: DVOT and OT Request
- D. CETPP Part 2, Appendix G: MTT and ETSS Request

## I. Combined Education and Training Program Plan (CETPP) Online

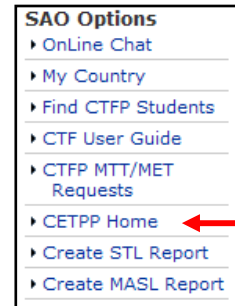
- A. In an effort to standardize the format of all CETPPs submitted by SAOs, DSCA has directed that all plans be filled out and submitted via the internet. Once information has been entered into the CETPP Online, COCOMs, MILDEPs and DSCA can view as well as print the information online.
- B. This document will outline the steps involved in completing your CETPP online.
- C. Previous CETPP submissions via the SAO Web have been saved and can be accessed on the CETPP Homepage via the SAO Web. **Descriptive data from the previous year's CETPP has been copied and pasted into the current year CETPP (i.e. FY 2007 CETPP). Verify this information is accurate and make any changes necessary.**

## II. Access and Edit CETPP online

### A. Access CETPP Online - via the SAO Web

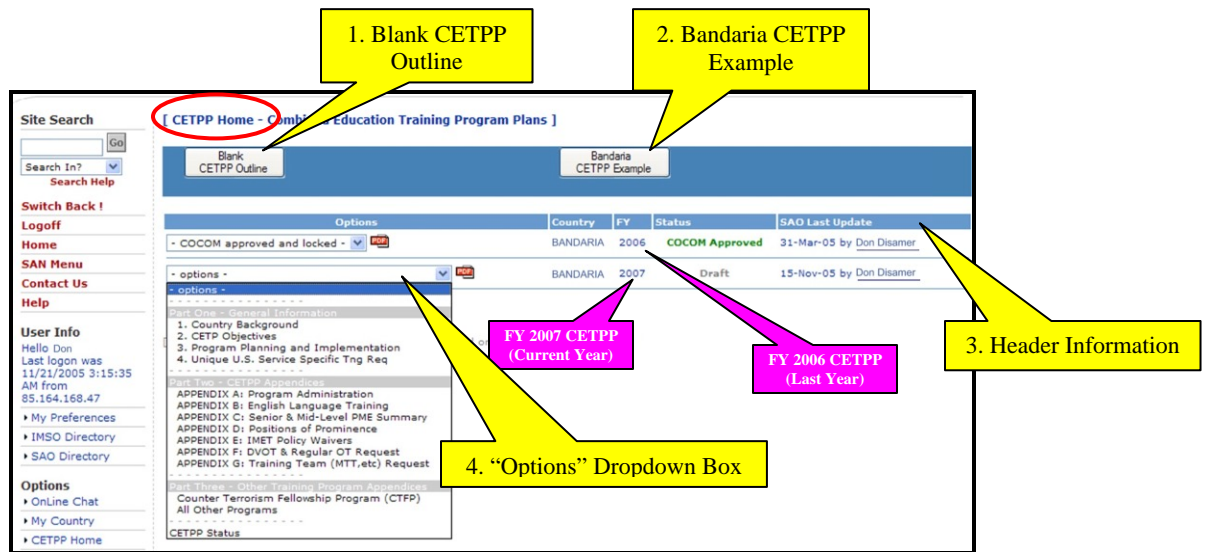
(**Note:** For all functions to work properly in CETPP Online, you must use the Internet Explorer browser. Netscape does not support some operations in CETPP Online.)

1. **Log on** to the Security Assistance Network (SAN).
2. Click "**Continue**" on Special Notice page.
3. Click "**Training**" on SAN Web page.
4. Click "**IMSO & SAO Training Web**" on Main Training Menu page.
5. SAO Web will open. Click, "**CETPP Home**" on left side of screen under SAO Options.
6. "CETPP Home" page will appear. This is the page you will use to access the different sections of the CETPP to enter information.
7. To access the sections of the CETPP:
  - a. First locate the Fiscal Year of the CETPP you wish to work with.
  - b. Then choose the section you wish to view from the **Options dropdown box** for your Country.



(**FYI:** If you cannot access the SAO Web or your country does not appear on the CETPP Home page, your access to the SAO Web is set incorrectly. Please notify SAN administrator.)

## B. "CETPP Home" page explained:



### 1. "Blank CETPP Outline" button:

- Hint** – Due to internet connectivity, it may be easier to complete the CETPP in a Word document and then copy and paste your answers into the CETPP Online.
- Click "Blank CETPP Outline" button to download a blank outline of the CETPP as a Word document. Open this document in MS Word and fill in your answers. Now use this document to cut and paste your answers from Word into the CETPP Online.

### 2. "Bandaria CETPP Example" button:

- Click this button to download a completed sample CETPP for the country of Bandaria. Use Word to view the Bandarian CETPP.

### 3. Header Information:

- FY** - Identifies the Fiscal Year of the CETPP being edited.
- Status** – Identifies status of CETPP:
  - Draft, Completed, COCOM Approved, or COCOM Disapproved.
- Last Update** – The last date CETPP was updated and by whom.

- "Options" dropdown box** – Use "Options" dropdown box to select which section of CETPP to view and edit.

## C. Edit CETPP Online.

- From the "CETPP Home" page, click the "Options" dropdown box.
- Select the section you wish to edit.
- Once the page appears, simply enter your answers in the blocks provided.  
**FYI - Be Aware!**: The CETPP online does not support formatting such as Bold, Italics, and Underlining etc. (We just are not able to do it.)
- \*\*\* Very Important!\*\*\*** – To save your changes online, click the **"Save"** button at the bottom of the screen you are working on. **If you do not click the "Save" button, your changes on that screen will not be saved.**

### III. CETPP Status: Identify CETPP Online is Complete

#### A. Notify COCOM CETPP is complete:

1. From the Options dropdown box on the “CETPP Homepage” select “CETPP Status”.
2. CETPP Status page will appear, select “Complete/Finished”
3. Click “Save”.

#### FYI:

- This action will change the Status to “Complete” and send an e-mail to the COCOM notifying them of the status change.
- SAO e-mail addresses are pulled from the “SAN User Profile” as well as POC info uploaded by TMS. (The following webpage explains how to update your SAN User Profile, if needed:  
<http://www.disam.dsca.mil/itm/Automation/TMS/Guide/02-UserInfo.pdf> )
- The COCOM should review the CETPP and either Approve or Disapprove it. Results of COCOM’s review should be received by e-mail and will appear in the Status column as either “COCOM Approved” or “COCOM Disapproved”.
- If the CETPP is approved by COCOM it will be locked. COCOM can unlock the CETPP if required. SAOs can still view CETPP with the Print function.
- Non-SAOs (i.e. COCOM, MILDEP, DLI and DSCA) can view online CETPPs anytime, no matter what the Status (i.e. Draft, Complete, etc). **COCOM** and **SAOs** are the only ones who have ability make and save changes to the Online CETPP.

### IV. Printing and Viewing the entire CETPP

Using Adobe Acrobat Reader, you can view the entire CETPP online (in your browser) as well as print the CETPP. (Hint: You can view the CETPP online using Adobe without printing it.)

#### A. View or Print Entire CETPP (you must have Adobe Acrobat, pdf, viewer installed)

1. From the “CETPP Homepage” click the “PDF Icon” next to the country’s name.
2. “Print Options” page will appear.
  - a. Select: “Print All of Plan” and “Print cover page”
3. Click “Go” at the bottom of the page.
4. The complete CETPP will open (with Adobe Acrobat) in your browser.
5. To print the plan, click “Print”.  
(Optional: Click “Save a copy” to create an Adobe Acrobat (.pdf) file that can be saved to your computer.)
6. To return to the CETPP, close the window by clicking the “Red X” at the top right of the screen.

#### B. View or Print Individual Section(s) of CETPP

##### - Print Individual Section(s) of CETPP:

1. From the “CETPP Homepage” click the “PDF Icon” next to the country’s name.
2. “Print Options” page will appear.
  - a. **Select** the checkboxes of the section(s) you wish to print.
3. Click “Go” at the bottom of the page.
4. The selected sections of the CETPP will open (with Adobe Acrobat) inside your browser.
5. To Print the section(s), click “Print”.

6. To return to the CETPP, close the window by clicking the "Red X" at the top right of the screen.

- Print an *Individual Waiver* or *MTT Request*:

1. From the "CETPP Homepage" click the "PDF Icon" next to the country's name.
2. "Print Options" page will appear. (Each Waiver and MTT Request will be listed in the appropriate section.)
3. Click the underlined "WCN" hyperlink of the appropriate Waiver or MTT Request you wish to print.
4. A new browser window will appear. Your selection will open (with Adobe Acrobat) inside the browser.
5. Click "Print" to print.
6. To return to the CETPP, close this new window by clicking the browser's "red X" at the top right of screen.

**Appendix A:**  
**Positions of Prominence**  
**Tips for editing CETPP Part 2, Appendix D:**

“Part Two, Appendix D of the CETTP” requires identification of students, who have been trained under Security Assistance, who hold Positions of Prominence. There are two ways in which this information may be entered into the CETPP:

1. Manually online.  
And/Or
2. Use data from TMS and upload Position of Prominence info into CETPP Online

**A. Manually enter Position of Prominence data into CETPP Online:**

1. **Hint:** **If all** Positions of Prominence are **manually entered** into the CETPP Online, **you do not have to perform the remaining tasks in Appendix A** for uploading Position of Prominence information from TMS. Here is how to **manually** enter the data:
  - From CETPP Home page, select “**Appendix 2: Position of Prominence**” in the Options dropdown box.
  - In the table, **enter** the **name** of the student and click “**Add**” button.
  - Student Detail form will appear. **Enter** appropriate **information**.
  - Click “**Save**” button to save your changes.
  - Repeat steps for each prominent student.
  - Click the “hand holding paper” icon to see student’s details.
2. **Hint:** Keep in mind, the information you **manually** enter into the CETPP Online **will not appear** in your TMS Program.

**B. Use Data from TMS and Upload Position of Prominence Info to CETPP Online:**

1. **Hint:** You may already have Position of Prominence information for students established in TMS or you may want to enter Position of Prominence information in your TMS program for “record keeping.” This section outlines how to upload Position of Prominence information from TMS to the CETPP Online using the “TMS PoP” program.
2. **FYI:** Current uploads to the SAN, using TMS 6.003; *do not* upload Position of Prominence information. To upload this information (for inclusion in the CETPP) the “TMS PoP” program must be used.
3. The following will illustrate how to; obtain the “TMS PoP” program, use it to **Identify** students holding Positions of Prominence in TMS and then **Upload** the data to the SAN.

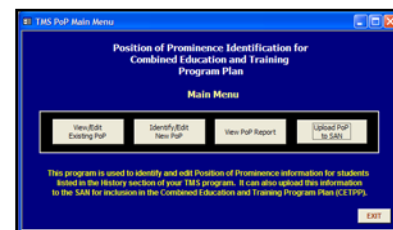
**1. Obtain the “TMS PoP” Program from the SAN:** To get the “TMS PoP” program, download it from the SAN Training Library.

- Log on to the SAN
- Click “**Continue**” on Special Notice page
- Click “**Libraries**” on SAN Web page
- Click “**Training**” on Libraries page
- Click “**List Items in Training Library**” on Training Library page

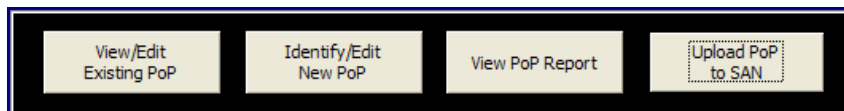
- Locate the title “**TMS Position of Prominence Program**” and click it
- Click “**Download**”
- A File Download window will appear asking, “*Would you like to open the file or save to your computer?*”, click the “**Open**” button
  - (Note, if your system does not allow you to choose the Open command, instead choose Save and then Open “PoP TMS.exe”.)
- A *WinZip Self-Extractor* window will appear. The “Unzip to folder:” entry should read **c:\tms** . Click the “**Unzip**” button
- You will get a message stating 1 File(s) unzipped successfully, click the “**OK**” button. (The file, “PoP.mdb”, should now appear in your c:\TMS folder).
- Click the “**Close**” button on the *WinZip Self-Extractor* window.
- Log off the SAN and close your browser.

## **2. Open TMS PoP program: (with MS Access 2000 or MS Access XP)**

- Make sure TMS is closed.
- Use Windows Explorer to double click the file, **PoP.mdb** in your **C:\TMS** folder to open the “TMS PoP” program.
- TMS PoP program will open to the main menu and **automatically** look to your TMS data for student information existing in History.



## **3. “TMS PoP”: Main Menu Buttons, Identify Positions of Prominence:**



### **a. “View/Edit Existing PoP” button:**

- This button displays only those students who already have been designated as holding a Position of Prominence in TMS.
- Click this button -> Enter Country Code -> Click “OK”
  - “PoP Existing in Historical Student Data” form will appear. Double click the student’s line to edit the student’s information.
  - Fields in Yellow on “Student Information” form will be uploaded to the SAN for inclusion in the CETPP.

### **b. “Identify/Edit New PoP” button:**

- This button lists ALL students in TMS History and allows user to select which ones hold Positions of Prominence and enter student information.
- Click this button -> Enter Country Code -> Click “OK”
  - “Historical Student Data” list will appear.
  - Hover mouse above buttons at bottom of form for Help.
  - Double click the student’s line to edit the student’s information.
  - “Historical Student Information” form will appear.
  - **VERY IMPORTANT!** Check the **PPR** block to identify this student holds a Position of Prominence.



- Fields in Yellow on this form will be uploaded to the SAN for inclusion in the CETPP.

**c. “View PoP Report” button:**

- This button displays all students holding Positions of Prominence and their information in a report that can be printed.

**4. Upload Position of Prominence information to SAN using “TMS PoP”:**

- Make sure **TMS** is **closed**.
- Make sure you are **logged off** of the **SAN**.
- **Open “TMS PoP.mdb”**: Double click the file, PoP.mdb in your C:\TMS folder.
- The TMS PoP program will open to the main menu and automatically look to your TMS data for student information existing in History.
- Click, **“Upload PoP to SAN”** button.
- A pop up form will appear. **Enter** the **CETPP Fiscal Year** (i.e. Budget Year) of the plan you are updating and click the **“Upload PoP to SAN”** button.
- TMS will automatically connect to the SAN login webpage.
- If the Security Alert box appears, click **“Yes”**.
- **Enter** your **Username** and **Password** in the SAN WEB Login Menu, as you normally do, and click the **“Submit login request”** button.
- Special Notice page appears. Click the **“Goto Position of Prominence Upload” button** on the right side of this screen.
- Highlight the path **c:\tms\upload\popup.lzh** and **copy & paste** it into the Browse box.
- Click the **“Upload file now”** button to initiate the upload.
- When the message, **“Your upload was successful appears”** appears, log off and close the SAN.
- Close **“TMS PoP”**.
- Your Position of Prominence information should now appear in Part Two, Appendix D of the Combined Education & Training Program Plan on the SAN.

**Appendix B:**  
**Other CETPP Section Tips**

**A. CETPP Part Two, Appendix C: Senior and Midlevel PME Summary**

1. PME Requirements Table: Totals are pulled from the courses programmed in the STL.  
If values need adjusted, make changes in the table and click the "Save" button at the bottom of page.
  - a. If you made changes to the PME Requirements Table and saved them, then wish to reset the values back to what is in the STL, click the "Reset to STL" button and then click the "Save" button.

**B. CETPP Part Two, Appendix E: IMET Policy Waivers**

1. Create IMET Waiver by selecting the WCN from the dropdown box, then click the Add button. (The course requiring a waiver must exist in your STL.)

The screenshot shows a web form for creating an IMET Waiver. A list of courses is displayed in a dropdown menu, including 'B 06 1114 - ARMEDD CAPTAINS CAREER', 'B 06 1115A - CHEM CCC INT'L STU PREP', 'B 06 1115B - CHEMICAL CAPTAINS CAREER', 'B 06 1116 - AVN CAPTAINS CAREER - ALL', 'B 06 2004A - HEALTH SERVS MATERIEL OFF', and 'B 06 2004B - JOINT OPNS MEDICAL MANAGER'. Below the list is a button labeled 'Add'. To the right of the list is a label 'Contractor Training'. Below the list is a label 'High Cost Training'. Below the list is a label '607 Det'. Below the list is a label 'Dropdown Box'. Below the list is a label 'Implementing Agency'. Below the list is a label 'IMET Program Year'. Below the list is a label 'WCN'. Below the list is a label 'Course Title'. Below the list is a label 'CETPP Home'. Below the list is a label 'Printer Friendly'.

2. Fill in information on IMET Waiver form that will appear and click the "Save" button.
3. To create another IMET Waiver repeat the above two steps.

**C. CETPP Part 2, Appendix F: DVOT and OT Request**

1. Create a DVOT Request by entering the 4 character WCN and click the "Add" button.
2. Enter the required information on the DVOT Request form and click the "Save" button.

**D. CETPP Part 2, Appendix G: MTT and ETSS Request**

1. Create MTT Identification iaw JSAT para 13-11 and click the Add button.
  - a. Description block: Enter a short team description.
  - b. WCN block: Enter 4 character WCN.
  - c. Case (FMS Only) block: If Not IMET, enter 3 character Case ID. If IMET, leave blank.
  - d. Click the "Add" button.

The screenshot shows a web form for creating an MTT Identification. The form has a table with the following columns: Description, MTT, CC, WCN, Case (FMS only), and FY. The Description column has a text input field. The MTT column has a dropdown menu with 'MTT' selected. The CC column has a dropdown menu with 'IN' selected. The WCN column has a text input field. The Case (FMS only) column has a text input field. The FY column has a text input field with '2006' entered. There is an 'Add' button to the left of the table.

2. Enter the required information on MTT Form and click the "Save" button.